

CT

ODP 1866-77
16 SEP 1977

MEMORANDUM FOR: Director of Personnel
VIA : Clerical Staffing Branch, OP
FROM : Clifford D. May, Jr.
Director of Data Processing
SUBJECT : Request for Approval to Hire a Dependent
as a Part-Time Regularly Scheduled Contract
Employee
REFERENCE : Office of Personnel Memorandum No. 20-51-6

STATINTL
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1. The Office of Data Processing would like to hire
[REDACTED] is a part-time Data Transcriber. Miss
[REDACTED] is the dependent daughter of [REDACTED]
and is currently attending the University of
Maryland.

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2. For the past two summers she has been employed as
a Summer-Only Employee with DDO/ [REDACTED]
She is now available to work part-time all year. ODP
plans are to assign [REDACTED] as a Data Transcriber
and have her work eighteen hours per week.

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3. A request to extend her Summer-Only status until
her transfer to contract status can be effective is also
being submitted for your approval. Once you have given
your permission for ODP to hire [REDACTED] and approved
the extension of her Summer-Only status, she will be
transferred from DCD to ODP while awaiting the completion
of the necessary clearances to transfer her to contract
status.

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APPROVED:

151

for Clifford D. May, Jr.

Distribution:

Orig & 1 - Adse
2 O/D/ODP
1 - ODP Admin
1 - ODP Registry

ODPAdmin/[REDACTED] vqr/15Sept77

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